

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 August 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 34, Week of 13 - 19 August 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 13 August there were [] people in Clerical Induction Training. Of these [] were entering for the first time.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 13 August.

25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 13 August were as follows:

	Tested	Qualified
Shorthand		
Typewriting		

25X1

4. Clerical Training Assists in Selecting Tests for Office of Security. [] met with [] of OS regarding possible tests to be used in the Office for dictation to stenographers who are not using their shorthand skills. This testing is to be administered periodically to the girls so that they can ascertain their present speed and also keep up their acquired shorthand power. After this meeting Clerical Refresher Training assembled tests at 60, 70, 80, and 90 words a minute and sent them to []

25X1

25X1

25X1

25X1

5. Clerical Staff Members on Sick Leave. [] and [] have been away from the office on sick leave during a major portion of this week.

25X1

25X1

CONFIDENTIAL